

QUESTIONNAIRE FOR HEIs, GOVERNMENT RESEARCH ORGANISATIONS and PNPs

Introduction

The data requested refers to Research and Development (R&D), as defined below. The data requested refers to implemented data for the fiscal years **2011 and 2012** and some projections for the future.

Information is needed regarding financial, research, production, personnel and marketing activities. The respondent should be a central unit (e.g. in the university Chairman, Vice-Chairman or Dean for Research, in a Ministry Cabinet level cooperating with Financial Department and Research Department etc. of the University), which will collect the data from **all the departments** and send it back to ARTI in an aggregated form.

DEFINITIONS: WHAT IS R&D AND WHAT IS NOT R&D¹

Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view. Examples of basic research: cosmic radiation, the Human Genome Project, research that helps a company understand the qualities of material (independently of whether this material is expected to be used or not). It may be that at a later stage, through additional work the results of basic research will lead to application, but this is not the target of the specific research project. Usually only very big companies have research laboratories that undertake basic research.

Applied research is also original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific practical aim or objective. Examples are the testing of the functions of specific genes, the use of specific materials for one purpose.

Experimental development is systematic work, drawing on existing knowledge gained from research and/or practical experience, which is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed. R&D covers both formal R&D in R&D units and informal or occasional R&D in other units. Examples would be the testing of alternative materials as inert materials, testing for the recycling of solid waste, changing processes to reduce energy consumption.

WHAT IS NOT RESEARCH

Services and related activities, such as:

Collection of statistical data

Quality control

Exploration for minerals

Business plans, feasibility studies etc

Consulting

General training (not directly linked to the needs of an R&D project)

¹ More information on the definitions of R&D can be found in the Frascati Manual

GENERAL DATA OF THE ORGANISATION

Instructions

We request data on the status of the organisation in September 2013
Please keep in mind that the questionnaire is only used for research objectives and the data remains confidential.

1.1 IDENTIFICATION

NAME:.....
 FACULTIES/DEPARTMENTS (Name and describe):

 ADDRESS:.....
 STREET ZIP CODE:
 TEL:..... FAX:
 E-mail.....
 QUESTIONNAIRE RESPONDENT.....

2 Research undertaken inside your organisation

2.1 R&D per financial source

Instructions

FINANCE		Amount 2012	Amount 2011
1	Self finance		
2	State funding – institutional funding (in the case of Universities calculate the General University Funds from the Ministry multiplied by the share of these funds used for research purposes, e.g. time of personnel dedicated to research, time or equipment used for research purposes). In the case of dedicated research organisations/units all state funding should be included here minus share dedicated to other activities e.g. measurements as service to third parties)		
3	State funding – Direct research project funding		
4	Albanian companies (for research purposes only)		
	• Private		
	• Public		
5	Other national sources (e.g. foundations)		
6	Foreign sources		
	• .EU (e.g. FP)		
	• Foreign companies		
	• Foreign governments		
	• Foreign HEIs		
	• Foreign foundations		
	• International Organisations		
	• Other (specify)		
	TOTAL		

2.2 ANALYSIS BY TYPE OF EXPENDITURE

TYPE OF R&D EXPENDITURE		Amount 2012	Amount 2011
1	Personnel (salaries, bonus, social security, etc.)		
2	Capital expenditure (buildings, equipment etc)		
3	Other_(e.g. travel, operational), please specify		
Total			

2.3 ANALYSIS BY RESEARCH ACTIVITY

Sectors benefiting from your research	% Year 2012	% Year 2011
Agricultural and Biological Sciences		
Arts and Humanities		
Biochemistry, Genetics and Molecular Biology		
Business, Management and Accounting		
Chemical Engineering		
Chemistry		
Computer Science		
Decision Sciences		
Dentistry		
Earth and Planetary Sciences		
Economics, Econometrics and Finance		
Energy		
Engineering		
Environmental Science		
Health Professions		
Immunology and Microbiology		
Materials Science		
Mathematics		
Medicine		
Multidisciplinary		
Neuroscience		
Nursing		
Pharmacology, Toxicology and Pharmaceuticals		
Physics and Astronomy		
Psychology		
Social Sciences		
Veterinary		

2.4 ANALYSIS BY SECTOR OF APPLICATION

Sectors benefiting from the research	% Year 2012	% Year 2011
Agriculture, forestry and fishing		
Mining and quarrying		
Manufacturing		
Food, beverages and tobacco		
Textile and clothing		
Wood and paper industry		
Chemicals, petroleum, fine chemicals		
Machinery		
Electrical Machinery		
Transport equipment		
Other manufacturing		
Electricity, gas, steam and air conditioning supply		
Water supply; sewerage, waste management and remediation activities		
Construction		
Wholesale and retail trade; repair of motor vehicles and motorcycles		
Transportation and storage		
Accommodation and food service activities		
Information and communication		
Financial and insurance activities		
Real estate activities		
Professional, scientific and technical activities		
Administrative and support service activities		
Public administration and defense; compulsory social security		
Education		
Human health and social work activities		
Arts, entertainment and recreation		
Other service activities		
Activities of extraterritorial organisations and bodies		

2.5 ANALYSIS BY TYPE OF RESEARCH

	(%) 2012	(%) 2011
Basic research		
Applied research		
Experimental development		
Total	100 %	100 %

2.6 R&D EXPENDITURE BY REGION

Instructions

Indicate the area where R&D is performed

Region	% (for the two years)
Berat	
Diber	
Durres	
Elbasan	
Fier	
Gjirokaster	
Korca	

Kukes	
Lezha	
Shkoder	
Tirana	100 %
Vlora	

3 R&D cooperation (responses referring to last two years)

Instructions
The data requested here refer to R&D undertaken under one or more consortia or networks each one created specifically for a particular research project. Finance may be shared within the consortium or co-financed by external sources (e.g. National Ministries, the EU or other).

Type of partner	Country of origin	Number by country
Companies		
HEIs		
Research Organisations		
PNP		
Other		

4 PATENTS (how many patents does the company have in total)

Application for patents ;	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes how many		
How many countries are covered by the patent application (nr)		
Only local	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Western Balkan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Europe	Yes <input type="checkbox"/>	No <input type="checkbox"/>
USA	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Japan	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other (Please specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Patents granted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many		

5 PATENTS (how many patents does the company have in total)

Do you receive funds from commercialising your research results? Yes No
Do you expect to receive any funds from commercialising your research? activities in the future? Yes No

6 PERSONNEL

Instructions

Personnel are FTE in man-months dedicated to a variety of activities. This is why in this part of the questionnaire it is important to distinguish between numbers and Full-Time-Equivalent:

Researchers: The number of researchers represents those who work for the conception and creation of new knowledge, products, processes, methods and systems

Full-time equivalent (F.T.E.) is the time dedicated to research in one year. Unit of measurement is one person for one month.

For example in a research team with 3 full time researchers, one dedicates 50% of his/her time to offering advice to companies cooperating with the research unit; So we have 3 researchers (in terms of numbers) but 2.5 in FTE IN MAN-MONTHS, which corresponds to 30 man-months per year. Other example: university Faculty members are 120 but they dedicate on average 60% of their time in research. This corresponds to 72 fully time equivalent or 864 man-months per year,

6.1 CLASSIFICATION BY TYPE: TOTAL PERSONNEL HELPING IN THE RESEARCH PROCESS

Instructions

Researchers are professionals engaged in the conception or creation of new knowledge, products, processes, methods and systems and also in the management of the projects concerned.

Technicians and equivalent staff are persons whose main tasks require technical knowledge and experience in one or more fields of engineering, physical and life sciences or social sciences and humanities. They participate in R&D by performing scientific and technical tasks involving the application of concepts and operational methods, normally under the supervision of researchers. Equivalent staff performs the corresponding R&D tasks under the supervision of researchers in the social sciences and humanities.

Other **supporting staff** includes skilled and unskilled craftsmen, secretarial and clerical staff participating in R&D projects or directly associated with such projects.

Personnel	Number				FTE IN MAN-MONTHS (man months)			
	TOTAL		FEMALE		TOTAL		FEMALE	
	2012	2011	2012	2011	2012	2011	2012	2011
1 Researchers								
2 Technicians								
3 Support personnel								
TOTAL								

6.2

6.3 CLASSIFICATION BY LEVEL OF EDUCATION

Instructions

This classification applies to researchers, technicians and support staff

Total Personnel		Number				FTE IN MAN-MONTHS (man months)			
		TOTAL		FEMALE		TOTAL		FEMALE	
		2012	2011	2012	2011	2012	2011	2012	2011
1	PhD								
2	Master								
3	HEI								
4	Tertiary non-university								
5	Secondary								
6	Primary								
TOTAL									

6.3.1 CLASSIFICATION OF RESEARCHERS ONLY

RESEARCHERS LEVEL OF EDUCATION		Number				FTE IN MAN-MONTHS (man months)			
		TOTAL		FEMALE		TOTAL		FEMALE	
		2012	2011	2012	2011	2012	2011	2012	2011
1	PhD								
2	Master								
3	HEI								
4	Tertiary non-university								
5	Secondary								
6	Primary								
TOTAL									

6.3.2 CLASSIFICATION OF TECHNICIANS ONLY

TECHNICIANS LEVEL OF EDUCATION		Number				FTE IN MAN-MONTHS (man months)			
		TOTAL		FEMALE		TOTAL		FEMALE	
		2012	2011	2012	2011	2012	2011	2012	2011
1	PhD								
2	Master								
3	HEI								
4	Tertiary non-university								
5	Secondary								
6	Primary								
TOTAL									

6.4 CLASSIFICATION BY DISCIPLINE ALL PERSONNEL TOTAL PERSONNEL HELPING IN THE RESEARCH PROCESS

Total		Numbers		FTE IN MAN-MONTHS	
		TOTAL	FEMALE	TOTAL	FEMALE
1	Engineering				
2	Natural Sciences				
3	Medical Sciences				
4	Agro-sciences				
5	Social Sciences				
6	Humanities				
Total					

6.4.1 CLASSIFICATION BY DISCIPLINE: RESEARCHERS ONLY

Total researchers		Numbers		FTE IN MAN-MONTHS	
		TOTAL	FEMALE	TOTAL	FEMALE
1	Engineering				
2	Natural Sciences				
3	Medical Sciences				
4	Agro-sciences				
5	Social Sciences				
6	Humanities				
Total					

9. Anticipation for the future

	2012		2011	
	Total	FTE IN MAN-MONTHS	Total	FTE IN MAN-MONTHS
R&D expenditure				
Researchers				
Technicians				
Support personnel				

10. REMARKS

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